

# POSITION DESCRIPTION (Please Read Instructions on the Back)

R398070

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code N53	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment				Fish & Wildlife Biologist		GS		401	
c. Second Level Review				Fishery Biologist		GS		482	
d. First Level Review				Wildlife Biologist		GS		486	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)			

18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish & Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature		Date		Signature		Date	
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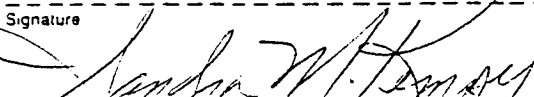
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R398070  
Fishery/Wildlife Biology Series, GS-482/486  
TS-101, 1/91

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Making Statement  
**Sandra M. Kemper**  
**Personnel Management Specialist**

Signature		Date	
		5/21/98	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks

\_\_\_\_ Supervisor Copy  
\_\_\_\_ Employee copy  
\_\_\_\_ OPF(L) Copy  
\_\_\_\_ Classification Copy

25. Description of Major Duties and Responsibilities (See Attached)

Interdisciplinary Position Description  
Fish and Wildlife Biologist, GS-401-12  
Fishery Biologist, GS-482-12  
Wildlife Biologist, GS-486-12

R398070

This is an interdisciplinary position. The incumbent serves as a senior Fish and Wildlife Biologist, Fishery Biologist, or Wildlife Biologist and technical advisor in an Ecological Services Field Office in one of the following speciality areas: (circle appropriate specialty) Endangered Species; Habitat Conservation; Environmental Contaminants.

A. Major Responsibilities

1. Endangered Species

- a. Coordinates and facilitates activities pursuant to sections 4, 6, 7, 8, and 10 of the Endangered Species Act
- b. Plans and conducts status surveys for both listed and candidate species, in cooperation with other Federal and State agency personnel, private organization representatives, and contractors; negotiates agreements for status surveys with prospective contractors and personnel of cooperating agencies
- c. Provides guidance to, and directs and evaluates the work of, journey level and other lower-graded biologists in matters pertinent to areas of special expertise
- d. Acts as technical advisor to other Field Office staff on the habitat needs of candidate and federally listed species for the purpose of section 7 consultations with other Federal agencies and designated non-Federal representatives; also consults with staff in preparation of reasonable and prudent measures, reasonable and prudent alternatives, and conservation recommendations.
- e. Coordinates wide ranging initiatives involving other Federal and State agencies, environmental organizations, and the public in fully implementing the Endangered Species Act programs.
- f. Prepares draft budget initiatives for review by the supervisor and budget assistant, especially as related to federally listed and candidate species evaluations and recovery efforts.
- g. Inspects projects for compliance with policies, standards, guidelines, agreements, and plans, followed by recommendations for action to assure compliance.

- h. Reviews rules, regulations, legislation and statutes pertaining to candidate, threatened, and endangered fish, wildlife and plant resources. Recommends appropriate procedures for implementing provisions of these mandates and establishes key contacts with other agencies.
- i. Prepares written correspondence, reports, and papers for publication, based on the literature, observations made, and investigations conducted. Reports and papers are used to analyze current conditions and assess implications of future actions on threatened and endangered species and their habitats.
- j. Delivers presentations on the Service's policies and positions to other agencies and the public.
- k. Prepares responses to Regional, Washington Office, and Congressional inquiries.

2. Habitat Conservation

- a. Plans, investigates, conducts, and reviews 'on-site' ecological investigations on a wide variety of the most complex and diverse Federal land and water resource development proposals to determine their effects on fish and wildlife resources, with special emphasis on federally listed threatened and endangered species habitat, and wetland ecology and management.
- b. Conducts Private Lands program wetland restorations, including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas. Responsible for review and development of conservation easements with multi-agency review teams for Farmers home Administration inventory and debt restructure properties. Develops cooperative agreements with Federal, tribal, state, local, and private individuals and conservation organizations for large and complex wetland preservation, enhancement, and restoration projects on private, tribal, and public lands. Assists Natural Resource Conservation Service in making wetland, minimal effect, and commenced determinations under the Swampbuster provisions of the 1985 and 1990 Farm Bills. Participates in review, evaluation, and development of plans for Wetland Reserve Program.
- c. Independently conducts consultations pursuant to section 7 of the Endangered Species Act of 1973, as amended. Responsible for preparation of Biological Opinions for signature by the Field Office Supervisor or Regional Director.

- d. Prepares objective and complete written reports and other documents and delivers oral presentations to Service, professional, and public groups based on investigations conducted, analyzing present and future impacts of various complex project alternatives on fish and wildlife resources and economic/recreational uses thereof.
- e. Participates in diverse, complex, and multi-disciplinary planning efforts with public and private groups and State, local, and Federal agencies to achieve Service policies, objectives, and goals.
- f. Negotiates mitigation of complex project impacts with project proponents and regulatory agencies, and develops reasonable and prudent alternatives and conservation recommendations or measures.
- g. Inspects projects for compliance with policies, standards, guidelines, agreements, and plans; makes recommendations for action to assure compliance.
- h. Reviews existing, new, and proposed regulations, legislation, and statutes pertaining to fish and wildlife resources. Recommends appropriate procedures for implementing provisions of these mandates and establishes key contacts with other agencies.
- i. Prepares responses to inquiries from Congressional staff, the public, and the news media, obtaining and providing requested information within established guidelines of the office and in conformance with agency and departmental policy.
- j. Provides guidance to, and directs the work of, lower-graded biologists in matters pertinent to areas of special expertise.

3. Environmental Contaminants

- a. Plans, investigates, conducts, and reviews 'on-site' ecological investigations on a wide variety of the most complex and diverse actual or suspected contaminant sites to determine their effects on fish and wildlife resources and their habitats, with special emphasis on federally listed threatened or endangered species and aquatic systems, including wetlands.
- b. Independently conducts consultations pursuant to section 7 of the Endangered Species Act of 1973, as amended. Responsible for preparation of Biological Opinions for signature by the Field Office Supervisor or Regional Director.
- c. Prepares objective and complete written reports and other documents and

delivers oral presentations to Service, professional, and public groups as to investigations conducted, and results of such investigations with regard to impacts of environmental contaminants on fish and wildlife resources.

- d. Services as field office technical expert on environmental contaminants and pesticides as they relate to effects on fish and wildlife resources for assigned area of duty.
- e. Participates in diverse, complex, and multi-disciplinary planning efforts with public and private groups, and State, local, Tribal, and Federal agencies to achieve Service goals.
- f. Negotiates with project proponents and Federal/State agencies measures, standards, and procedures to protect, restore, and enhance fish and wildlife resources adversely affected by contaminated sites as well as State and Federal programs such as those for water quality.
- g. Provides technical assistance to other Service Project Leaders relative to environmental contaminants problems and provides guidance on proper implementation of policies, procedures, standards, and guidelines.
- h. Reviews existing, new, and proposed regulations legislation, and statutes pertaining to environmental contaminants and fish and wildlife resources. Recommends appropriate procedures for implementing provisions of these mandates and establishes key contacts with other agencies.
- i. Prepares responses to inquiries from congressional staff, the public, and the news media, obtaining and providing requested information within established guidelines of the office and in conformance with agency and departmental policy.
- j. Provides guidance to, and directs the work of, lower-graded biologists in matters pertinent to areas of special expertise.

## B. Factors

### 1. Knowledge Required for the Position

#### a. Endangered Species

Professional knowledge of the latest theories, principles, and methods of fish and wildlife biology, their application, and general knowledge of a wide range of related disciplines.

Thorough professional knowledge of the biology of candidate, proposed, and listed species occurring within area of responsibility, including habitats, distribution, life history, food habits, habitat use, behavior, taxonomy, and populations.

Thorough knowledge of the Endangered Species Act and the regulations, policies, case law, and Solicitor's opinions relating to its administration. Knowledge of current administrative and fiscal policies and procedures of the Service.

Thorough knowledge of the roles of State and other Federal agencies, including policies and applicable statutes as related protection, consultation, and recovery efforts.

A working knowledge of programs of other Service divisions, land managing agencies, and other State and Federal agencies in order to communicate effectively and evaluate the effects of their programs on threatened and endangered species.

Knowledge of the Federal budget process, personnel management practices, and Service planning procedures sufficient to allow efficient input to annual work activity guidance, performance evaluations, station work plans, budget initiatives, and reimbursable funding negotiations.

Ability to assess, select, and make optimum use of data, methods, and precedents bearing on stated duties and responsibilities. The incumbent is highly skilled in interpreting field observations and other information, and in drawing sound conclusions which result in effective recommended action plans.

Ability to evaluate and explain biological information and recommendations in terms that are understandable by fish and wildlife resource professionals, professionals in other disciplines, and laypersons.

Skill in communicating effectively both orally and in writing to prepare and present completed staff work, correspondence, reports and recommendations, and to communicate effectively in interagency and public forums.

Skill in communicating verbally to varied audiences, often under pressure of public controversy in meetings and public gatherings, to present biological information and the position of the agency.

Skill in the use of diplomacy and sound judgment when working with people of State and Federal agencies, tribes, private organizations, and the news media.

Experience in operating small motorized watercraft. Operation of government-owned or leased motor vehicles is regularly required.

Demonstrated ability to work cooperatively with immediate staff, as well as with personnel of other agencies and the public; specialized skill in resolving disputes among competing groups and resource uses, especially within areas of special expertise.

b. Habitat Conservation

Professional knowledge of the latest theories, principles, and methodologies of fish and wildlife biology and ecology, their application, and general knowledge of a wide range of related disciplines.

Working knowledge of statutes, regulations, and policies related to water and land resources development proposals, especially those pertinent to the Fish and Wildlife Coordination Act, National Environmental Policy Act, Clean Water Act, and Endangered Species Act

Thorough knowledge of Service goals and objectives under the Service's Private Lands Program.

Knowledge and skill required to formulate and implement innovative solutions to complex resource management problems, to formulate and guide implementation of programs related to areas of special expertise, to select and implement appropriate sampling techniques, to interpret biological and hydrological interactions and observations, and to formulate sound conclusions regarding actions to be taken or recommended.

Experience and demonstrated high degree of skill in analysis of complex and voluminous information sources in evaluating the effects of development proposals on federally listed threatened and endangered species, migratory birds, wetlands, and other important fish and wildlife resources, and developing mitigation/compensation features, reasonable and prudent alternatives, and/or conservation recommendations or measures.

Skill in applying state-of-the-art analytical techniques, including the Cowardin wetlands classification system, the Habitat Evaluation Procedures, the Instream Flow Incremental Methodology, and the three parameter wetland delineation technique.

Skill in negotiating and diplomacy in coordinating activities with other agencies and organizations so that significant fish and wildlife resources are protected and unavoidable losses are compensated for.

Demonstrated ability to work cooperatively with immediate staff, as well as with personnel of other agencies and the public; specialized skill in resolving disputes among competing groups and resource uses, especially within areas of special expertise.

Skill of a highly developed nature in verbal and written communication, including skill in presenting data and its analysis, to write objective reports requiring a minimum of review and editing.

Knowledge and skill required to safely operate motorized vehicles and watercraft.

c. Environmental Contaminants

Professional knowledge of the latest theories, principles, and methodologies of fish and wildlife biology and ecology, their application, and general knowledge of a wide range of related disciplines.

Working knowledge of statutes, regulations, and policies related to water and land resources development proposals, especially those pertinent to the Fish and Wildlife Coordination Act, National Environmental Policy Act, Clean Water Act, and Endangered Species Act.

Thorough knowledge of fish and wildlife biology and ecology, together with an understanding of the nature and effects of xenobiotic substances on biological systems, and the socioeconomic perspectives accompanying their introductions.

Advanced professional knowledge of aquatic biology.

Thorough knowledge of the Federal and State laws and regulations pertaining to pesticides and water quality.

Thorough knowledge in evaluation and prevention of hazards to fish and wildlife and their habitats resulting from use of pest control chemicals.

Thorough knowledge of techniques for measuring effects upon fish and wildlife of chemical introductions in specific environments, including secondary effects resulting from basic alterations in the environment.



Skill in working cooperatively and effectively with personnel of other agencies and private organizations as well as within the Service.

Thorough knowledge of Service goals and objectives under the Service's Environmental Contaminants Program.

Knowledge and skill required to formulate and implement innovative solutions to complex resource management problems, to formulate and guide implementation of programs related to areas of special expertise, to select and implement appropriate sampling techniques, to interpret biological and hydrological interactions and observations, and to formulate sound conclusions regarding actions to be taken or recommended.

Experience and demonstrated high degree of skill in analysis of complex and voluminous information sources in evaluating the effects of development proposals on federally listed threatened and endangered species, migratory birds, wetlands, and other important fish and wildlife resources, and developing mitigation/compensation features, reasonable and prudent alternatives, and/or conservation recommendations or measures.

Skill in negotiating and diplomacy in coordinating activities with other agencies and organizations so that significant fish and wildlife resources are protected and unavoidable losses are compensated for.

Demonstrated ability to work cooperatively with immediate staff, as well as with personnel of other agencies and the public; specialized skill in resolving disputes among competing groups and resource uses, especially within areas of special expertise.

Skill of a highly developed nature in verbal and written communication, including skill in presenting data and its analysis, to write objective reports requiring a minimum of review and editing.

Knowledge and skill required to safely operate motorized vehicles and watercraft.

d. All

Comprehensive knowledge of related biological and natural resource sciences to qualify as a technical expert in the fields of plant and animal management, land use, endangered species, habitat conservation, environmental contaminants, and related disciplines.

## 2. Supervisory Controls

Assignments of primarily general nature are made by the supervisor, who is informed concerning controversial issues and provides guidance regarding program direction and office policy. The incumbent independently plans and carries out work assignments with or without assistance of staff, as warranted by nature of the individual assignment. Completed work is expected to be suitable for approval without review unless of a controversial or policy nature.

The Supervisor assigns work at this level in the most general terms. Supervisory guidance is considered necessary only on projects with unusually complex issues involving the programs. Work assignments are performed independently as well as the development of the approach and methodology to complete these assignments. Supervisory review is to determine compliance with Service policy and adequacy in meeting program objectives.

## 3. Guidelines

Guidelines are general in nature, giving the incumbent basic information to undertake and resolve complex and interrelated situations that have a considerable number of variables and solutions. Sound professional judgment is required to interpret, assess, select, and make optimum use of available guides and data in the accomplishment of the Service's objectives. The incumbent is frequently faced with the need to modify existing guidelines, or to develop new guides, and to devise solutions that depart from standardized practices to assess and solve problem situations. Guidelines are available in the form of water resource development project manuals, the Service's Administrative Manual, the regulatory and statutory provisions of applicable legislation and in policies and procedures specified in various handbooks and instructional correspondence.

## 4. Complexity

The work requires the incumbent to be self-reliant, imaginative, and to demonstrate sound professional judgment in the selection and initiation of investigations of federally sanctioned activities that could affect important fish and wildlife resources of Federal interest. Similarly, the incumbent also must apply these same skills in delivery of the Service's Endangered Species, Habitat Conservation, and Environmental Contaminants initiatives. Assignments involve the consideration and selection of alternative approaches to problem solving, adaptation and synthesis of existing standards, and selection of the most appropriate techniques required to accomplish Service objectives.

The incumbent must be cognizant of a wide range of pertinent scientific and technical literature and research, and of statutes, regulations and procedures, and must be able through in-depth analysis to synthesize this knowledge into day-to-day field operations. The diversity of fish and wildlife resources present in the work area contributes to the complexity factor. New approaches to the solution of resource problems often are required because of changing public attitudes and perceptions related to fish and wildlife

and related environmental resources. The position requires frequent interaction with water management interests, engineers, hydrologists, attorneys, public utility representatives, other agency personnel, and representatives of conservation organizations. The incumbent is responsible for intensive analysis, information development, and fact-finding in a particular program area.

Interagency coordination is crucial to successfully accomplishing the Service mission. The incumbent, therefore, will be involved frequently in negotiations and cooperative resource activities with developmental and environmental interests, State resource agencies, other Federal agencies, researchers, and Cooperative Fish and Wildlife Research units. In resolution of problems, the incumbent will be required to make decisions on matters that may have no pertinent precedent or where only conflicting data are available upon which to base a firm conclusion. Circumstances under which decisions must be made often are unique or controversial or sometimes require resolution of conflict between project direction and potential impacts to import fish and wildlife resources.

#### 5. Scope and Effect

The purpose of the work is to deliver the Service's Endangered Species, Habitat Conservation, or Environmental Contaminants programs to the public, and to conduct a broad range of investigations and studies as authorized by relevant statutes, regulations, and guidelines pertaining to fish and wildlife resources. The position requires a broad understanding of fish and wildlife biology, ecology, and management in addition to in-depth knowledge of the needs of candidate, threatened and endangered species. A good understanding of administrative procedures is also required.

Recommendations made by the incumbent may result in management decisions to oppose or modify project plans. Resources of outstanding public value frequently are at stake. The work has significant impact on long term management of environmental resources, and recommended decisions may affect Federal, State, local, or private programs. The results of the assignments affect the ability of the Fish and Wildlife Service to meet legal, and regulatory requirements as well as protect threatened and endangered species and their habitats. The ability to work cooperatively and effectively with personnel of other agencies, Congressional staff, private organizations, and the public, as well as other Service personnel, is essential. The incumbent recognizes and stress safety considerations in conducting or directing responsibilities outlined for this position.

## 6. Personal Contacts

Personal contacts and positive working relationships with professional or technical specialists in fish and wildlife resource and related disciplines are essential to the effective discharge of the Service's mission. Frequent contact with professionals in other Service programs, State resource agencies, other Federal, State, and local agencies, academic institutions, and private organizations and individuals should be maintained. In addition, frequent contacts may be established with Congressional staff members, landowners, and the general public.

## 7. Purpose of Contacts

The incumbent is the delegated authority to coordinate candidate, threatened, and endangered species related activities, and to discuss complex project study plans and development proposals, resolve conflicts, and to negotiate for the adoption of approved suggestions and recommendations which are in compliance with Service objectives, policies, and regulations. Contacts are also initiated to inspect work, monitor activities, establish cooperative working relationships, and provide technical advice and guidance. Incumbent also arranges and conducts meetings to discuss delivery of Service programs, as well as technical fish or wildlife resource matters, hydrologic and engineering problems, the economic aspects of development planning, or the operation of existing systems. The incumbent will have active participation on conferences, negotiations, and meetings concerning subject matter for which there are conflicting interests and opinions.

## 8. Physical Demands

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces, as well as bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

## 9. Work Environment

The position requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of outdoor work. The incumbent is expected to conduct duties in a safe, professional, and orderly manner so as not to endanger self, fellow employees, or property with which entrusted. A condition of employment is wearing the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within classes B, C, and D.